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Some Important Topic Related to P.A.2 Exam

Features of Microsoft word:

- ❖ **Text Editing:** It provides editing, adding and deleting text, modification of text content i.e. cut, copy and paste.
When, we cut any text in our document, it will save in hard drive temporarily, till we paste it on any other place.
- ❖ **Format Text:** - It offers to modify the text in any of the available hundreds of text designs. It formats text in various styles such as bold, italic, underline, etc.
- ❖ **Indentation:**- It denotes the distance text boundaries and page margins. It offers three types of indentation- Positive, Hanging and negative indent.
- ❖ **Page orientation:** It facilitates selection of typed text printed or visible in horizontal view or vertical view on a specified size of the page. Word offers Portrait-vertically oriented and Landscape- horizontally oriented.
- ❖ **Find and Replace:** This feature allows flexibility and comfort to the user to replace a text with a substituted text at all places.
- ❖ **Spell Check:** This facilitates automatic and manual checking of spelling, mistakes and also suggest a few possible alternate options for incorrect spelt words.
- ❖ **Thesaurus:** - it contains a comprehensive dictionary and thesaurus feature offers synonym options for a word.
- ❖ **Bullets and Numbering:** A list of bullets and numbering features used for tables, lists pages and tables of content. Bullets are arranged in unordered lists and numbering is arranged in ordered lists.
- ❖ **Graphics:** It provides the facility of incorporating drawings in the documents which enhances their usefulness.
- ❖ **Save a document** : When we create a new document, it will be saved into the hard drive. To save a document, user has three common ways
 - (i) To click on save option from file menu.
 - (ii) Select Save button from standard toolbar.
 - (iii) Pressing CTRL + S key